

GoDCgo Questions

1. goDCgo currently has two employer services sales and outreach specialist positions. The RFP includes only a single employer services sales and outreach specialists. Can you please confirm that there will be a single employer services sales and outreach specialist for the goDCgo program under this contract?

Answer: The Employer Services program requires two (2) full-time Sales and Outreach Specialists.

2. Section L.6 says we need to submit a Standard Form 330, and section L.3.1 "Proposal Organization and Content" provides the order of content that's required. Do you want the SF-330 forms (including resumes and projects) as an appendix of the proposal, or would you like the proposal content to be included in Section H of the SF-330 forms?

Answer: Please include in section H.

3. Section L.3 (A) says we need to submit our proposal response via the District's Ariba E-Sourcing system, and section L.6 says we need to send an electronic copy of the Standard Form 330 to carol.hessler@dc.gov and derrick.hil@dc.gov. Are we required to submit our proposal response to both?

Answer: No, Please send all proposal to carol.hessler@dc.gov and derrick.hil@dc.gov. Ariba E sourcing does NOT apply to this contract.

4. Does Provision F.3.1 apply to this contract? If so, in the event that non-DC resident hires are a better value for the District, is there a waiver process to go below the 51% requirement?

Answer: This section does apply as specified in the solicitation. There are NO waivers of F.3.1

5. Can DDOT staff, including the current CA, complete J.16 (Past Performance Form)?

Answer: Yes

6. How many examples of past performance should be included in the submission?

Answer:

7. Does the project manager need to be physically on-site at DDOT? How does DDOT define on-site?

Answer: Yes. Co-located with DDOT staff. All staff are required to be located in Washington, DC and staff work at DDOT Headquarters at 250 M St SE. Alternate arrangements have been made during the Covid-19 health emergency but the long-term expectation is that all staff will be located in Washington, DC and available in person to complete project work.

8. Would you accept a project manager that is willing to relocate Washington, DC?

Answer: Yes, if they meet the requirements of the Key Personnel.

9. Is DDOT willing to consider proposed staff for the Sales and Outreach Specialists positions that have fewer than three years of experience managing a transportation program providing outreach and TDM sales, but at least three years total of experience in related sales and outreach positions in addition to some experience in the TDM industry?

Answer: No we are not willing to consider less than three years.

10. In Key Personnel, there is a single Marketing Lead listed as staffing the entire marketing program for goDCgo, Streetcar, and the DC Circulator, per our reading of the RFP. Does DDOT envision any additional FTE marketing specialists or other FTE staff to support goDCgo and/or DC Transit Services?

Answer: There are three full-time marketing positions: one CRM Marketing Manager and two (2) Marketing Specialists that are expected to complete all marketing work across goDCgo and DDOT Transit Services.

11. We do not see paragraph H.9.1.1 and H.9.1.2 that are referenced in sections H.5.1.1 and H.5.1.2. Can you please provide them?

Answer: This was an error.

12. Section B.6 mentions that “the contract shall be subcontracted in accordance with section H.9.” Is this correct? Section H.9 is Unemployed Anti-Discrimination.

Answer: This is an error. The Locally Funded subcontracting requirements are in section H.5

13. In the subcontracting provisions in section H.5.1.1 can you clarify what is meant by a “small business enterprise?” Is this a CBE-certified firm or would a DBE-certified firm qualify?

Answer: The federally funded portion of this contract are governed by the DBE language. The locally funded portions of this contract are governed by the CBE language. Small Business Enterprise is a District of Columbia determination that is designated by the District after application by the vendor.

14. In the subcontracting provisions in section H.5.1.2 can you clarify what is meant? What is meant by a SBE? Is the intent that a SBE (whatever that means) is preferable, but if one is not available then the next best option is a CBE?

Answer: Provisions H.5.1.1 and H.5.1.2 are rewritten as follows:

H.5.1.1 For all contracts in excess of \$250,000 at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).

H.5.1.2 If there are insufficient SBEs to comply with the requirement in paragraph H.5.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified

certified business enterprise (CBE); provide, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

15. Can you clarify what is meant by a “small, local, or disadvantaged business enterprise in H.5.1.3? Would a DBE qualify or would the prime Contractor have to be a CBE to not have to meet the subcontracting requirements?

Answer: The District has a certification process whereby companies are certified as CBEs, SBEs and other designations. Please see [Get Certified | DCBC](#)

16. Per H.11.4, 51% of new employees hired have to be District residents and sourced from the First Source Register. In the event that there are no individuals who meet the requirements established in the Key Personnel section listed in the First Source Register, is it possible to get an exception to this provision?

Answer: It is not possible to get a waiver for this requirement.

17. Is section H.5.1.4 applicable to this contract?

Answer: Yes, the reference to H.9.1.5 and H.9.1.7 should be removed and replaced with H.5.1.5 and H.5.1.7.

22. Is DDOT willing to consider removing the requirement that all the insurance clauses and limits will be required of subcontractors to the same extent as the prime contractor?

Answer: No, this is not allowed.

23. For CLIN 0001 and CLIN 0002 noted on pages 3-4, how does DDOT anticipate invoicing? Will labor be invoiced as time and materials with cap format, or percent complete of a fixed price?

Answer: a percent complete of a fixed price.

24. Please clarify if a breakdown of costs for individual items under CLIN 0001 and CLIN 0002 are required. For example, costs for staff, marketing materials, website support, participating and planning events, etc.?

Answer: This is a fixed price contract but it is expected that the invoice will include detailed spending information including which staff performed work on which tasks.

25. What is the percentage breakdown of overall contract funds anticipated to be spent on staff and marketing (advertising/wraps/social media/print/etc.)?

Answer: This is a fixed price contract.

26. Please clarify what is the DBE/CBE/SBE requirement for locally funded services as both 50% (B.6 Locally Funded: Subcontracting) and 35% (H.5.1.4) are referenced in the RFP.

Answer: The requirement is now 35%.

27. What is expectation for the marketing and outreach services provided via contract to focus on teleworking specifically?

Answer: It is unclear which part of the scope you are referring to in this question. The expectation is that all work listed in the scope is completed and teleworking is a TDM strategy that is a part of our marketing and outreach work

28. G.13 notes that the Contract Administrator is TBD? Are there any updates?

Answer: No. the CA will be determined at that time of Contract award.

29. What requirements are flexible as it relates to Program Manager as well as Sales/Marketing staff as noted in L.21 KEY PERSONNEL?

Answer: None

30. What date does DDOT anticipate posted responses to questions?

Answer: the responses to the questions will be posted NLT January 4, 2022

31. Given the limited time between the date to submit questions and the current submittal date, coupled with the holidays, could the due date be late-January to allow for possible modification of proposals based on DDOT responses?

Answer: The Solicitation has been extended to January 25, 2022

32. Considering questions are not due until December 16th and responses won't be posted until 5 days later (December 23) that provides teams with only 4 working days until the proposal is due. In order to provide a quality response once questions are answered we request an extension of the due date by at least two weeks.

Answer: The Solicitation has been extended to January 25, 2022